

McCord Square Community Space

Rental Information



NineStar[®]
CONNECT

Information

- Rental Fee
 - Organizations/Non-Profits (unless otherwise discussed with a NineStar Representative)
 - Weekdays: Monday-Thursday 5pm - 10pm
 - \$50.00 rental fee
 - A \$50 deposit is required if utilizing A/V equipment. The deposit will be refunded if equipment is returned in good condition.
- To inquire about renting the room, availability, and questions, please contact Christa Riggs at criggs@ninstarconnect.com or 317-323-2132.
- Once your rental has been confirmed, you will need to fill out our **online application**.
- The Community Space is available on a first-come, first served basis.
- Cancellations must be made at least ten (10) days prior to your event or your \$50 rental fee will be forfeited.
- An email link will be emailed to you so you may gain entrance to the building on the day of your rental. Please use **Door #4** and click on the link when you are by the door. You will hear a beep and then be able to gain entrance into the building.
- Tablecloths are NOT provided. Round tables available (10) measuring 36 x 36" holding up to 4 people per table.
- In case of fire, please go to the parking lot. In case of tornado, please gather in the bathrooms.
- The after-event checklist must also be completed and signed. Please leave the copy in the box located on the hospitality counter.

Rules

- **No tape, tacks, command strips or any other adhesive is to be used on the walls.**
 - **The individual signing the application is personally responsible for the facility and any damage that may occur.**
- Alcohol/Smoking Policy – Alcoholic beverages and tobacco are not allowed upon the NineStar Connect property.
- Use of candles or flame is not allowed. (sterno cans for chafing dishes are allowed)
- All youth under the age of 18 need to be supervised by an adult.
- Preparation of food is not allowed. Catered food is acceptable.
- The Community Space capacity is 50.

Audio / Visual

- If using audio/visual equipment, please contact Christa Riggs (criggs@ninstarconnect.com or 317-323-2132) to make an appointment with IT.
- If you need help with audio/visual system during your event, please call 317-323-4357.

After Event Check List

After your event, please complete the after event check list located on the small tables on the west/back side of the conference center.

- Wipe down tables in the community space, hospitality area and counters in the kitchen. (Wipes located in the kitchen area).
- Gather all trash and place it in the large receptacle in the kitchen.
- Replace all trash cans with new liners/trash bags. (located in kitchen)
- Turn off audio/visual equipment.
- Please take all decorations and food with you. DO NOT leave anything in the refrigerator or freezer.

For questions, please contact Christa Riggs • criggs@ninestarconnct.com • 317-323-2132

After business hours please contact 317-326-4357.